Open Grants Competition

10 TIPS FOR WRITING A STRONG PROPOSAL

1. Read the guidelines and criteria thoroughly and submit all required documents. Read through all guidelines *before* starting the application.

2. Be clear, specific, and realistic in the application about what the project hopes to accomplish.

3. Explain the need and describe how the project will address that need.

4. Specify expected, tangible, and realistic results of the project. Include information about how the organization will evaluate the results.

5. Provide complete details about intended activities such as number of events, topics of workshops, selection process of participants, etc. Include a timeline.

6. Submit a clear budget with reasonable expenses. If equipment is part of the budget, include rationale about how the purchase of the material will contribute to the project.

7. Outline any cost-sharing by the organization or any other potential funding source.

8. Demonstrate that the organization has the ability to implement the project by outlining past projects, key partners, etc.

9. Do not overload application with unnecessary or unrequested materials.

10. Submit all information at the same time – and on time.